



VIAHA Volunteer Application Form & Information

Please return your completed application form to the VIAHA Office ~ via Scan & Email or Fax

DISTRICT POSITION APPLYING FOR (non-elected volunteer): You can check more than one position if wanted. Job Descriptions are available on the attached 2ND & 3rd pages and also can be found within the VIAHA Handbook.

Island League Positions:

Managing Director (Competitive): U18 U15 U13

U11 Development Positons:

U11 Development Commissioner:

Female Positions:

District Female Coordinator:

Female A Commissioner (Competitive):

Female U18 C Commissioner (Recreation):

Female U15 C Commissioner (Recreation):

Female U13 C Commissioner (Recreation):

Female U11 C Commissioner (Recreation):

Recreation Co-ed Positions: (select the area desired)

U21 C Commissioner: Mid Island South Island

U18 C Commissioner: Mid Island South Island

U15 C Commissioner: Mid Island South Island

U13 C Commissioner: Mid Island South Island

U11 C Commissioner: Mid Island South Island

North Island Recreation Co-ed Positions:

Campbell River C Commissioner

Comox Valley C Commissioner

Gold River C Commissioner

Powell River C Commissioner

Tri-Port C Commissioner

APPLICANT CONTACT INFORMATION:

Name: _____

Address: _____

Street

City

Postal Code

Telephone: _____

Home

Cell

E-Mail

Date of Birth: _____

Day

Month

Year

HOCKEY RELATED REFERENCES: Name 2 and list phone numbers:

PLEASE LIST ANY APPLICABLE EXPERIENCE (Not Mandatory):

CERTIFICATION REQUIRED:

Criminal Record Check (CRC) *If not done via on-line link a paper copy must be provided: YES NO INITIATED

Respect in Sport (Activity Leader Version): YES NO

A SUCCESSFUL 'VULNERABLE PERSONS' CRIMINAL RECORD CHECK IS MANDATORY FOR ALL APPLICANTS



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HELPFUL LINKS:

Link to take CRC: <http://www.bchockey.net/Content.aspx?id=301>

Link to take RIS: <http://www.bchockey.net/Files/RIS%20Wording%202016-11-21.pdf>

**If requirements are taken on-line they will automatically be posted on your Hockey Canada Profile on the HCR will be viewable to VIAHA, BCH & VIAHA*

DISTRICT POSITION JOB DESCRIPTIONS (Volunteer Non-Elected)

MANAGING DIRECTORS:

- Shall be appointed by and responsible to the Vice-President (Island League) to administer the teams in their respective division of Island League/Competitive
- Shall monitor for conformity to VIAHA By-Laws, Regulations and Policies, BC Hockey and HC regulations and report any and all infractions to the Vice-President (Island League)
- Shall attend Island League meetings as required and will co-chair that portion of the scheduling meeting that applies to their assigned division
- Shall be responsible to receive all game sheets and game reports or Electronic Game Sheets from the teams in their division and provide league standings to the Vice-President (Island League) at Christmas and Year-End or more frequently as requested
- Shall be responsible to track team total penalty minutes as well as individual tracking of all major and misconduct penalties and report to the Vice-President (Island League) and appropriate MHA President of any players or team officials who have reached the 3/5/7 benchmarks (as per Appendix 4)
- Shall assist in ensuring the league stats on the VIAHA Website are updated on a regular basis
- Are authorized by their respective Vice-President to suspend any player or team official for one game only, for any infraction of the rules or for conduct detrimental to the Society, but any such suspension must be reported immediately to the respective Vice-President and respective MHA President
- Shall prepare a written report on the activities of his/her League prior to March 31 of each year and forward the report to the Island League Vice-President for insertion into the Island League Annual Report
- Shall, where at all possible, not be a voting Executive Member of a member MHA and if at all possible, should not have a child playing in the league that they are administering. They shall not be a team official on any team participating or associated with the Island League

FEMALE HOCKEY DEV COORDINATOR:

- Oversee the Female Regional A Program and work with the Commissioner to help ensure its success
- Chair a VIAHA Female Hockey Development Committee Meetings and develop the Agenda's for it
- Provide resources for the Female Hockey Development Committee to promote and grow the female game
- Promote Female Hockey events in the District and help to encourage and provide other opportunities
- Assist MHA's in identifying Goals and Objectives for their players
- Attend the 4 regular VIAHA Executive Committee Meetings and the AGM
- Attend Female Hockey Events as required
- Promote Female Coaching and Officiating in the District
- Have a strong interest and personal commitment to Female Hockey, particularly at the minor level
- Work with BC Hockey and have knowledge of their Female Programming Model and opportunities for players, coaches, game officials
- Take the Volunteer versions of Respect in Sport, CATT and have an approved CRC
- Have good communication, administrative and organizational skills
- Good to have a history with Female Hockey in a coaching or playing capacity
- Coordinate tryouts, schedule volunteers and evaluators, ensure parents are informed and supplies are on site, ensure the selection process is handled properly

FEMALE COMPETITIVE / REGIONAL A COMMISSIONER:

- Help to plan and implement the Female Regional A Program within the Policy Guidelines
- Help to positively promote the Female A Regional Program
- Work closely with the VIAHA VP Designate, the Female Coordinator and Female A Team Officials throughout the season to ensure the smooth running of the program
- Help to ensure all Team Officials meet their Certification and CRC requirements
- Assist with tryouts where needed and requested
- Help teams follow the Female A Policy
- Ensure teams are following fundraising rules and run final reports to the Gaming Branch
- Work with the VIAHA Executive Director on Female A Team budgets and rosters
- Work with the VIAHA Director of Hockey Operations on ice scheduling



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- Work with MHA RIC's to encourage Female Officiating of the team games throughout the season
- Work with the Female Hockey Coordinator on approaching MHA Presidents for approvals to add Affiliate Players from their MHA's to the Female A Team rosters
- Shall be appointed by and responsible to the applicable Vice-President to administer the Female A Teams
- Shall monitor for conformity to VIAHA By-Laws, Regulations and Policies, BC Hockey and HC regulations and report any and all infractions to the applicable Vice-President
- Shall be responsible to receive all game sheets and game reports or Electronic Game Sheets from the teams in their division and provide league standings to the applicable Vice-President at Christmas and Year-End or more frequently as requested
- Shall be responsible to track team total penalty minutes as well as individual tracking of all major and misconduct penalties and report to the Vice-President and appropriate MHA President any players or team officials who have reached the 3/5/7 benchmarks (as per Appendix 4)
- Shall assist in ensuring the league stats on the VIAHA Website are updated on a regular basis.
- Shall prepare a written report on the activities of the Female A Teams prior to March 31 of each year for insertion into AGM Annual Reports
- Shall, where at all possible, not be a voting Executive Member of a member MHA and if at all possible, should not have a child playing in the league that they are administering. They shall not be a team official on any team participating or associated with the Female Regional Program

U11 DEV COMMISSIONER & ALL OTHER RECREATION C COMMISSIONERS:

- Shall be appointed for by the respective VP
- Shall supervise the operation of their respective leagues under the guidance of the Vice-President.
- They shall be responsible to ensure that the Constitution, By-Laws, Rules, Regulations and Policies of Hockey Canada (HC), BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA) are adhered to
- Shall deal with all complaints within his/her league and shall report to the VP or their designate
- Shall report any conduct or behavior of any player or team official which may be considered detrimental to minor hockey
- Commissioners shall be responsible to report all discipline matters immediately to the Vice-President or their designate and ensure discipline of "players & team officials" is carried out
- Shall prepare a written report on the activities of his/her league to their respective Vice-President by March 31st of each playing season
- Shall receive all game sheets and game reports for the teams in their leagues and prepare monthly statistics of his/her league and submit these to the Vice-President or their designate, paying particular attention of those players or team officials who have reached the 3/5/7 benchmarks (as per Appendix 4)
- Shall not be a team official on any inter-league association team within his/her league
- Shall be vested with the authority to make the final schedule determinations, in the event of conflicting game slot times
- Shall work with the applicable VP to ensure that all participating league teams receive copies of the league schedule so that they can in turn ensure that game officials are scheduled
- Commissioner assignments will be decided by the VIAHA Officers
- MHAs shall be advised of their commissioner assignments for the upcoming season at the Annual General Meeting. MHAs shall provide the names, addresses, email addresses and phone numbers of their allocated commissioners to the applicable Vice-President by the September Executive meeting. If no Commissioner is named, the President of that MHA shall be responsible to fulfill the duties and responsibilities of the commissioners